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SPECIAL BULLETIN

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O F F I C E O F T R A I N I N G

No: 6-75

7 March 1975

TO: All Training Officers of the Agency

Seminar

on

Computer Output Microfilm (COM) Technology

This intensive seminar will focus on a new dimension in information systems--the computer/microfilm interface. The four-hour session will cover:

I. Introduction to Computer Output Microfilm (COM)

- A. Basic COM principles
- B. Major types of COM
- C. Total systems evaluation

II. Computer Output Microfilm (COM) Recording

- A. Computer Printing vs. COM printing
- B. Software Characteristics
- C. COM developing, reproduction, distribution

III. Microfilm Characteristics

- A. Advantages and limitations
- B. Readers and printers
- C. Indexing and coding for retrieval

IV. COM Applications

- A. Characteristics of suitable applications
- B. Review of Agency applications
- C. COM in the Federal Government

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The Seminar is open to all (no prior computer or micrographics experience needed), but it will be particularly meaningful as a follow-up to the Seminar on Introduction to Micrographics. Personnel presently using computer-generated information reports may wish to explore this alternative to printouts and on-line terminals.

Date : 26 March 1975

Place : Room GA-13 Headquarters

Time : 0830-1230

Registration: Enrollment is limited.
Submit Form 73, "Request
for Internal Training,"
to ISAS/MPB, Room 710
Magazine Building.

Additional information: On course content, call
Micrographics Program Branch on

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